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# HUD HMIS Data Standards Survey

## **Directions:**

In preparation for the implementation of the HUD HMIS Data Standards, the Bureau of Housing is gathering some preliminary information about the programs that your agency tracks in Wisconsin ServicePoint. Please fill out this form and include all of the programs that you track in Wisconsin ServicePoint. E-mail it back to the Bureau of Housing at [twagner@commerce.state.wi.us](mailto:twagner@commerce.state.wi.us) no later than October 22, 2004.

Please place an "X" in the appropriate boxes, for each program. If there is no appropriate answer please provide descriptive information in space provided in the "other" category. Complete one program section for each program you have in WISP.

If you have any questions concerning this survey email: [twagner@commerce.state.wi.us](mailto:twagner@commerce.state.wi.us)

## **Definitions:**

**Program:** Any level beneath the Level 1 (Agency) that is a child provider to a parent provider in the Agency Admin feature of the Wisconsin ServicePoint set-up.

**Funding Source:** The source of the State and Federal or other funds used to finance the program

**Program Type:** The core service of a program, limited to the following 8 options:

1. **Emergency Shelter**, which includes the following:

**Emergency Shelter:** Facility-based or scattered site units that provide temporary shelter for homeless households. Guests may receive services to support their movement into transitional or permanent housing. Guests may have separate living quarters (room or apartment) or may have a congregate living situation such as dormitory-style.

**Transitional Shelter:** Facility-based or scattered site units that provide a short-term period of transition from homelessness to transitional or permanent housing. Supportive services such as case management, housing counseling, money management, transportation, etc. may be provided. Guests may often stay in transitional shelter 6+ months before moving to transitional or permanent housing.

**Safe Haven:** A form of supportive housing that serves hard-to-reach persons with severe mental illness who are on the street and have been unwilling to participate in housing or supportive services. Safe Havens are a refuge for people who are homeless and have a serious mental illness.

2. **Domestic Violence Programs** include any program that provides services specifically for men, women and children who are victims of domestic violence.

3. **Transitional Housing** is a program that provides often intensive, supportive services to homeless households (singles or multi-member) for an extended period of time to enable the household to transition from homeless to permanent housing. Services may include assistance with rent, case management, transportation, childcare, skills enhancement, etc. **The program participants may live in housing owned or leased by the service provider.** Participants may have their own housing unit or may have individual bedrooms with shared facilities such as kitchen, bath, living room, etc. Participants do not live in dormitory-style housing. The period of enrollment is usually 9-24 months, depending on each household's needs.

4. **Case Management** is a program that provides often intensive, supportive services to homeless households (singles or multi-member) for an extended period of time to enable the household to transition from homeless to permanent housing. Services may include case management, transportation, childcare, skills enhancement, etc. The program participants do not live in a facility owned or leased by the service provider. Participants might be in another agency's facility or on their own.

5. **Supportive Housing:** is similar to Transitional Housing above, except that this program is funded through the Continuum of Care Supportive Housing Program (SHP).

6. **Permanent Supported Housing:** Shelter Plus Care (S+C) and Permanent Housing funded through the Continuum of Care Supportive Housing Program (SHP).

7. **Rental Assistance** (rent, security deposit): Short term rent assistance – usually 6 months or less and often only one month. *With one exception, rental assistance provided to participants in Transitional or Supportive Housing should not be entered as part of a Rental Assistance program. The exception is when rental assistance is provided to assist a participant's move into permanent housing in which case it should be entered as a separate rental assistance program.*

8. **Motel Voucher:** Payment for motel lodging for a homeless individual or household for a short duration. Vouchers can be for one night or multiple nights.

**In which module in Wisconsin ServicePoint to you track your service record data?** Every name entered into Wisconsin ServicePoint should have a corresponding “service record” indicating the date that a client received service or the date range for which the client was receiving service. The service record can be captured in only one of the following Wisconsin ServicePoint modules:

1. **Entry / Exit:** The entry/exit button is the first in a series of four brown buttons at the top right of the ClientPoint screen. The entry / exit function gives you the ability to record the dates a client enters and exits a program or service you offer.
2. **Service Transactions:** The Service Transaction section of ClientPoint gives you the ability to identify client needs, provide services, or make referrals to agencies that can provide services needed. Service Transactions also creates a record of the services provided to the client.
3. **ShelterPoint:** The ShelterPoint module of WISP is both a centralized shelter management system and an information resource. It provides users with the ability to check bed availability, refer a client, and reserve a bed. Shelters can manage their bed lists, and check clients in and out.

## HUD HMIS Data Standards Survey

<b>Agency name (Level 1):</b>	
<b>Name of person completing survey:</b>	
<b>Email:</b>	
<b>Phone:</b>	<b>Date:</b>

Please complete the following information for each program that your agency operates.

<b>Program Name</b> <i>Type name and Indicate Level 2, 3, or 4):</i> <i>Enter X in the shaded area below each funding source:</i>							Level:	
	<b>Funding Source (S)</b>							
	ESG	THP	SSSG	SHP	HOPWA	S + C	Other	

<b>Program Type:</b> <i>Enter X in the shaded area below each program type that uses the funding source selected above. Select only one program type. Type short description for "other" category</i>	Emergency Shelter		Domestic Violence Programs		Transitional Housing	
	Case Management		Supportive Housing		Permanent Supported Housing	
	Rental Assistance		Motel Vouchers		Other	
<i>Indicate in which Wisconsin ServicePoint module you track service record data for this program</i>	Entry Exit		ShelterPoint		Service Transactions	

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